

C O N F I D E N T I A L

DD/A Registry

81-3003

3 OCT 1984

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI25X1 FROM: [REDACTED]
Director of SecuritySUBJECT: Request for Approval to Incur Expenses Under
[REDACTED] (U) 25X1

1. Approval is requested for an exception to [REDACTED] in order to incur expenses related to an Industrial Security Seminar. (U) 25X1

2. I believe the expenditure of appropriated funds is appropriate under [REDACTED] for the costs of coffee, donuts, and a reception in the Executive Dining Room associated with a planned Industrial Security Seminar scheduled to take place on 15, 16 and 17 October 1984. This seminar is being sponsored in an effort to enhance the implementation of DCI security policy at major Agency contracting facilities. Participants in the seminar are limited to selected principal industrial security managers employed by these contractors. As was done in May and October 1983, I believe an exception to [REDACTED] is justified. (U) 25X1

3. Designated industrial security managers present and their company affiliation will be: 25X1

INDIVIDUALCOMPANY

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OS 4 5786

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INDIVIDUALCOMPANY

STAT

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4. U.S. Government employees (all Agency officials occupying SIS positions) scheduled to participate in the planned seminar will be:

Charles A. Briggs

Director of Security
Director of Legislative
Liaison
Deputy Director of Security
Chief, OD&E/SS
Office of the General
Counsel
Chief, Physical Security
Division/OS

25X1

25X1

In addition, the following senior Agency officials have been invited to attend the cocktail reception in the Executive Dining Room:

C O N F I D E N T I A L

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Harry E. Fitzwater

James H. McDonald

Robert Kohler


Deputy Director for
Administration
Associate Deputy Director for
Administration
Director of Development
and Engineering (U)

5. I certify that the attendance of the individuals listed in paragraph 3 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities. (U)

6. The estimated cost of these functions is \$450.00. (U)

25X1


25X1 CONCUR:


Deputy Director for Administration

10-7-84
Date

I certify the availability of funds in the amount indicated in paragraph 6.

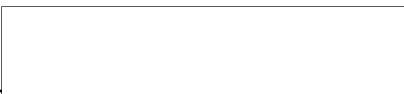
25X1


Budget and Fiscal Officer, DCI

10/09/84
Date

APPROVED:

25X1


Executive Director

10/11/84
Date

C O N F I D E N T I A L

25X1

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ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Jacque ——— 15B		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Note the change in distribution which was put on by someone in the DCI office. Apparently we are in the future to put this in the distribution accordingly. In order to give the D/S a copy of the memo he signs, and also have one come back to him after it has been approved, you can put 2 - D/Security in place of the DCI/B&F copy, and on one of those put a yellow buckslip for D/S; and on the other put a pink buckslip like the other pink ones addressed to D/Security 6S 17 Stafford.

I suppose this obviates the extra step of getting the original from O-D/S in order to take it up to get the money, as DCI/B&F will have it in hand.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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Guest Services Sales Ticket

Date	Unit Name and Number	Charge	Cash	Ticket Number
10/17/84	3380 C.L.A.			13940
Food & Beverage	24 GALLON COFFEE		5.60	
	18 Dozen Donuts		33.60	
Supplies	3 GALLON Tea		39.60	
Other			28.00	
		Subtotal	19.80	
Tax Exemption No.		Sales Tax		
Services, Nontaxable				
		Down Payment	()	
		TOTAL	\$ 177.00	

INFORMATION BELOW FOR CHARGE SALES ONLY

Please pay amount of charge within 10 days to _____

Unit Manager
Guest Services, Inc.Customer's
SignatureBusiness
Telephone

Name (Print)

Firm or
Government Division

Mailing Address

RECEIPT

Received of _____

Amount \$ _____

Date _____

Date of original sale _____

Ticket Number

13940

Received by _____

Unit Name & No. _____

Thank You

Guest Services, Inc.
4801 Forbes Blvd., Lanham MD 20706

Form 1070-6/81

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